

**MINUTES**  
**CEO OF BOARD MEETING**

**February 28, 2024**

**Virtual**

Present: Julia Taylor, Kyle Lee, Kim Thompson, Fr. Dan Noll, David Bowling, Bill Hoskins, Bishop Stowe, John Stewart, Dan Bork  
Absent: Carol Steltenkamp

1. Opening Prayer at 3:33pm- Julia
2. The meeting was called to order and the January 2024 Minutes were approved (see attached)
3. The Treasurer's Report (see attached) was accepted by the Board. The January financials are in the process of being reviewed and finalized. The Finance Committee will look at what to do with the smaller designated funds to keep them from being eaten up by fees, and how to handle donations restricted to schools that don't have designated funds under the CEOF umbrella.

The draft 2024 Budget (attached) was presented to the Board by Julia. It contains a challenge to raise public donations to \$100,000. The possibility of a CEOF Equine event is not in the budget. BGCF fees have increased and this increase will be reflected in the budget. Investment income is not reflected in the 2024 budget. The proposal will be changed to express this. Keeping Luminaria expenses down is important. Our long-term goal is to have administrative costs be at 10% or less, with the understanding that we cannot reasonably meet that goal until we are better established. We would like to see quarterly comparisons of actual to budget reports, beginning when the

CEO Finance Committee recommends. The Board approved the budget with the above recommended changes.

4. Board Member Discussion—Board members suggested the following names as prospective Board members: Steve Angelucci, Helena DiBiase, Alissa Lundergan Tibe, Martha Jones, Don Lloyd (if not a Board member, he could suggest names), Norma Flores (the same as Lloyd), Scott King, Gerry Duffey, ask Fr. Schwendeman or Fr. McLaughlin to make a recommendation of someone from Danville, Kitty and/or Andy Moore, Kathy Quinn?, someone from Holy Family in Ashland (Kim will also ask Carol Steltenkamp for suggestions.) We are looking for diversity – geographic, gender, Hispanic. The goal is to add 2 or 3 new Board members.

5. CEO Development Committee – Kim presented to the committee the list of former and current donors and the frequency of their donations. We do not have adequate donor software and need to find the right fit for CEO. The Development Committee will develop an “A” list and a “B” list of potential donors. Board members will be consulted as to which people/companies should be on which list, and help provide contact information for them. Perhaps the acquisition of Constant Contact would help us have the desired level of communication with donors/potential donors. The Committee recommends that we further investigate the advisability of creating an hourly, part-time position to do clerical work that Kim is currently doing, so that she is freed up to do more donor relationship work. The Board will entertain a motion to create such a position, with supporting materials for the proposal. The

Board is asked to suggest names for each list as soon as possible. The Committee will facilitate this. Board members are asked to give any feedback on the draft CEOF pledge card to Kim or David Bowling. Kim will send Board members materials to help them recruit Luminaria sponsors/attendees.

6. Executive Director's Report (see attached) The Board approves the idea that we continue the meeting with the LC, JLC, Principals, Priests in connection with Catholic Schools Week.

7. Catholic School Updates – Deacon Ron Allen, Principal of Saint Agatha School in Winchester will retire at the end of this school year.

8. Next Board meeting will be March 27 at 3:30pm

9. Closing prayer at 4:55pm by Bishop John